



Job Opportunity

State Controller's Office

Position: Personnel Specialist (Two Positions)

Statewide

Location: Personnel/Payroll Services Division
300 Capitol Mall, 9th floor, Sacramento, CA 95814

Issue Date: May 21, 2007

Final Filing Date: Until Filled

Contact/Telephone:

Holly White, (916) 322-7972

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

California Relay Service: 1-800-735-2929

Position Number(s): 051-220-1303-001
051-220-1303-017

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under close supervision, of the Payroll Operations Supervisor, California State University (CSU) Personnel Unit within the Personnel/Payroll Operations Bureau (PPOB), the incumbent is responsible for auditing and processing Personnel and Payroll Transactions (PPT's) for the CSU campuses. All documentation must be in compliance with established state and federal laws, rules, policies, procedures, practices and collective bargaining contract provisions. This position accommodates the trainee through the advanced journey level of the Personnel Specialist series, and over time, the incumbent may progressively advance to higher levels in this deep class. The incumbent's specific duties will include, but not be limited to the following.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Process PPT's in compliance with CSU Chancellor's Office, state and federal laws, rules, regulations, policies and collective bargaining contract provisions governing Employment History (EH) transaction processing.
- Process in-house generated EH update sheets, code EH transactions and review EH records for accuracy. When necessary, initiate corrective actions to maintain EH integrity. Use a personal computer to key-enter EH transactions.
- Maintain effective communication with representatives from CSU campuses regarding documentation and/or EH irregularities. Receive and respond to telephone inquiries from their Human Resource Offices (HRO) regarding various EH situations. Establish and maintain working relationships with the appropriate HRO contact to obtain clarification, and/or required information, to achieve resolution of specific EH documentation.
- Prepare and mail written responses to campuses regarding documentation and/or EH irregularities.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



Desirable Qualifications:

- Ability to work independently with minimal supervision.
- Excellent customer service and interpersonal skills.
- Punctual and dependable.
- Flexible, adjust to priority changes and capable of meeting daily deadlines.
- Ability to follow directions.
- Ability to apply state and federal laws, rules, policies and procedures.
- Personal computer skills, including Word and Excel.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Personnel/Payroll Services Division
300 Capitol Mall, 9th floor
Sacramento, CA 95814

Attn: Holly White